

## **COVID-19 Protocol 15** **Managing Use of School Shared Devices**

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their supervisor. This protocol is for internal use only.

### **Scope**

This protocol applies to all staff and students.

School shared devices may include desktop, laptop, netbook, Chromebook, iPad, tablet, desk phone and a walkie-talkie. As these devices may be used by multiple staff and/or students throughout the school day, the following steps are required in order to provide safe use of these shared devices.

### **1.0 General Guidance**

- 1.1** Every school will be provisioned with boxes of plastic wrap to use.
- 1.2** Prior to touching any shared device and shared device peripherals, hand washing, or hand sanitizing is required.
- 1.3** Once your hands have dried, tear a piece of plastic wrap from the carton to apply to the shared device/peripheral.
- 1.4** The plastic wrap should be sufficiently longer than the device/peripheral so it can be applied loosely on the device/peripheral.
- 1.5** If multiple devices/peripherals are needed, then it is recommended that the same person apply the plastic wrap. If more than one individual is involved in the plastic wrap application, then they must complete Step 2 before proceeding with the other steps.
- 1.6** Once plastic wrap has been applied to the device/peripheral, it should NOT be shared with other users.
- 1.7** Upon removal of the plastic wrap, dispose of the wrap in the garbage and then wash or sanitize hands immediately.
- 1.8** If the device/peripheral needs to be used by someone else, redo steps 1 to 7.

Initial Release: August 31, 2020

Revision Date: NA

Protocol 15 Managing Use of Shared School Devices

Please refer to online version for most current, protocol will be updated as required.

## 2.0 Photocopiers, Fax Machines and Printers

Recommendations:

- These devices are considered high touch items.
- Teachers and staff members are only to use printers, photocopiers and fax machines.

Students should not use any of these devices.

- Only Teachers will collect prints from printers/photocopiers and distribute to students.
- Teachers and staff shall hand clean or sanitize before and after using these devices.
- High touch contact points shall be sanitized by custodians – top cover, finisher and paper trays, LCD displays and power buttons.

## 3.0 PA Systems

Recommendations:

- PA systems are considered high touch items.
- Students will not use PA systems in office or classrooms.
- Office PA system:
  - Hand cleaning or sanitizing is required before and after use.
  - When possible, limit use to immediate administrative staff.
- PA Systems in Classrooms:
  - Hand cleaning or sanitizing is required by teacher and staff before and after use.
- Custodian to clean PA switch.

## 4.0 APPLYING PLASTIC WRAP TO A MOUSE

**4.1** Tear a piece of plastic wrap about 6 inches / 15 cm long, lay the plastic wrap on the desktop and place the mouse down upon the centre of the plastic wrap, then proceed to wrap the top of the mouse with the wrap.



Initial Release: August 31, 2020

Revision Date: NA

Protocol 15 Managing Use of Shared School Devices

Please refer to online version for most current, protocol will be updated as required.

**5.0 APPLYING THE PLASTIC WRAP TO A KEYBOARD**

**5.1** Tear a piece of plastic wrap approximately 20 to 24 inches / 51 cm to 61 cm long, lay the plastic wrap upon the top of the keyboard loosely and fold the extra wrap upon the bottom of the keyboard.



**6.0 APPLYING THE PLASTIC WRAP TO A LAPTOP/CHROMEBOOK/NETBOOK KEYBOARD**

**6.1** Tear a piece of plastic wrap approximately 18 inches / 46 cm long, lay the plastic wrap loosely on the keyboard\trackpad area of the device and wrap the excess around the bottom of the device. Try to avoid blocking the vents where the air must flow from the device.



**7.0 APPLYING THE PLASTIC WRAP TO AN iPad/TABLET**

**7.1** Tear a piece of plastic wrap approximately 18 inches / 46 cm long, lay the plastic wrap on the desktop and place the iPad screen down on the plastic wrap. Wrap the entire device with the plastic wrap so the volume button and the power button are also covered.



Initial Release: August 31, 2020

Revision Date: NA

Protocol 15 Managing Use of Shared School Devices

Please refer to online version for most current, protocol will be updated as required.

**8.0 APPLYING THE PLASTIC WRAP TO A DESK PHONE**

**8.1** Tear a piece of plastic wrap about 18 inches / 46 cm long, wrap the entire device with the plastic wrap so the entire device is covered including the handset.



**9.0 APPLYING THE PLASTIC WRAP TO SHARED WALKIE-TALKIES**

**9.1** Tear a piece of plastic wrap about 10 inches / 26 cm long, wrap the entire device with the plastic wrap so the entire device is covered.



Revision Date:	Summary of Changes
N/A	

Initial Release: August 31, 2020

Revision Date: NA

Protocol 15 Managing Use of Shared School Devices

Please refer to online version for most current, protocol will be updated as required.